

Constitution of the Asian Student Integrated Association of Clarion
University of Pennsylvania

Article 1

Name

Section 1: The name of the organization shall be known as Asian Student Integrated Association hereafter referred to as ASIA.

Article II

Purpose

Section 1: A. Provide an outlet for Asian students on campus to work through many of the basic problems and confrontations particular to Asian students in a predominately White academic institution.

B. To provide an arena for fellowship and socialization in keeping with their Asian cultural heritage.

C. To affect a friendship and peer exchange to aid in one another's achievements and their highest academic potential.

D. To affect a mutual understanding, respect for, and appreciation of the diverse racial and ethnic entities existing within Clarion University.

Article III

Membership

Section 1: The association of ASIA is open to all Clarion University students, faculty, and staff who are interested and concerned with promoting the Educational, cultural, and social development of Asian students regardless of race, color, or creed.

Section 2: All voting members are subject to register at the beginning of each semester at the office of Minority Student Services with the Vice President.

Article IV

Executive Board

Section 1: The governing body of ASIA shall be known as the Executive Board. The Executive Board shall consist of the following offices:

- A. President - Sarah Minnix
- B. Vice President - Tiana Ceeby
- C. Treasurer - Ryo Ogura
- D. Secretary - Sara Steiner

Section 2: The responsibility of the Executive Board shall be to implement the goals, objectives, and governance of the body in compliance with the University and community. All offices will be confirmed by a two-third (2/3) majority.

Section3: All members of the Executive Board must be within good academic standing.

Section 4: No candidate may carry in excess a load of eighteen credit hours.

Article V

Financing

Section 1. The Student Senate of Clarion University will allocate funds for ASIA to the organization. The appropriated funds shall be used solely for the purpose of implementing the goals, objectives, governance, and maintenance of the ASIA organization.

Article VI

Advisement

Section 1: Advisement shall consist of faculty, administrative, or staff personnel who possess sufficient knowledge of university requirements, regulations, and procedures.

Section 2: The advisor should possess knowledge and awareness of concerns and issues that both the students and university face.

Section 3: The advisor should have completed at least one year of employment with the university.

Section 4: Where there is no one in this category, the advisors may be recommended by the Executive Board or nominated by the general body. Recommendations and

nominations will be submitted to the Director of Minority Student Services for consideration and review with the sitting Executive Board for final determination and appointment.

Section 5: Specifically no veto override:

- A. If the program or activity in question is in direct conflict with the constitution of ASIA and the laws of Student Senate of Clarion University.
- B. If the program activity in question can be proven to be detrimental to the reputation of ASIA of Clarion University.

Article VII

Amendments

Section 1: Proposed amendments to the constitution shall be submitted in writing and thereafter submitted to the Executive Board who will present the proposed amendments to the general body for approval. A two-third (2/3) members present may amend the constitution.

Article VIII

Ratification

Section 1: The majority of voting members present at the designated General Meetings shall ratify the constitution and amendments.

Article IX

By Laws and Duties of Office

Section 1: The Executive board shall be the governing body of ASIA. The Board comprised of the officers as outlined in Article III shall be responsible for the setting of all agendas for all General Meetings of ASIA. The Executive Board shall consider any and all matters of concerns as referred to the Board by the President, Standing Committees, or the General Body and pass recommendation or resolution of the same back to the General Body. The Executive Board will prepare a financial budget for all activities during the academic year. This budget shall be completed with-in fifteen days following the opening of class in the Fall Semester. The Executive Board shall be required to attend two leadership workshops during the academic year.

Section 2: Thereby, the official laws and duties of the Executive Board are as stated:

A. President

- 1) The role of the President shall be to preside over the Executive Board and General Meetings of ASIA. The president will serve as spokesperson and representative at all campus functions where called upon or designated. The President will articulate issues of importance to the general body where deemed necessary.
- 2) The President will serve as liaison to Student Senate. If the President is elected as an officer to Student Senate, the Vice President will fulfill the office and duties of the President. The President will inform the Executive Board of any request or amendments as proposed by the General Body.
- 3) The President must have served on the Executive Board for a minimum of one year within the organization. The President must, at the time of application, be in good academic standing. The President must also be a full time student.
- 4) The President may not have had any criminal charges or charges of misconduct filed against him/her. Violations of University rules and regulations are grounds for removal of consideration for the office or impeachment.
- 5) Where as no candidate seeking office of the President holds the minimum quality point average standard of cumulative 2.3. The Vice President will serve as acting President. He/she must have good academic standing.

B. Vice President

- 1) The Vice President must have a quality point average of 2.0 cumulative averages at the time of seeking the office. The candidate may not have any criminal charges filed against him/her. Any violation of University rules and regulations are grounds for removal from consideration of the position and impeachment.
- 2) The Vice President shall be responsible for carrying out the duties as outlined by the Executive Board. When the President is absent or unable to preside over meetings, the Vice President will assume his/her duties. The Vice President will serve as liaison to U.A.B.

C. Secretary

- 1) The secretary must have good academic standing at the time of seeking the position. The candidate may not have any criminal charges filed against him/her. Any violation of University rules and regulations are grounds for removal from consideration and the position or impeachment.

- 2) The Secretary shall attend all Executive Board and general Body Meetings. The Secretary is responsible for the preparation, filing, and dissemination of all minutes to the respective parties. The secretary is responsible for meeting with ASIA'S Advisor for review and clarification. The Secretary will read all minutes at the Executive and General Body meetings. The secretary will be responsible for the notification of all meeting whether scheduled or an emergency. All minutes will be in triplicate with one copy on disc. The Secretary will assist in the development and maintenance of a filing system.
- 3) The secretary will maintain records of all incoming and outgoing correspondence regarding ASIA business. The secretary shall assist in the development and maintaining of files and be responsible for picking up and sending ASIA mail. The secretary will maintain a list of other University Organizations and be responsible for the dissemination of information to them regarding ASIA events and activities.

D. Treasurer

- 1) The Treasurer must have good academic standing. The candidate may not have any criminal charges filed against him/her. Any violation of University rules and regulations are grounds for removal from consideration and the position or impeachment.
- 2) The Treasurer is responsible for co-coordinating, allocation and distribution of funds as voted upon by the Executive Board. The Treasurer shall record and file all monetary transactions. The Treasurer will be responsible for selecting and maintaining a committee to work the funding (where needed) at all ASIA programs, events, and activities. The Treasurer will be responsible for maintaining records of each standing chair committee transactions. The Treasurer will meet ongoing with the student association office for an update of expenditures, managing, and reporting acquisition of signature from ASIA. The Treasurer will work on going with individual committees in order to prepare and complete budget expenditures.

Section 3: Procedure and Application of Office

A. Criteria

- 1) All applicants must pick up an application from the Office of Minority Services. (Applications must be typed.) Applicants must demonstrate a willingness to work and be committed to the mission and goals of ASIA.
- 2) All applicants must present a typed, written essay of their interests, goals, and rational for seeking this office. The completed document is to be submitted to the Seated Board at the time of election and presented to the General Body by the applicant seeking office via prepared speech.
- 3) Candidates must be prepared to address questions from the general membership and Executive Board.

- 4) Where all members, or the 2/3 of the Seated Board, seek re-election, an Election Committee will be appointed by the Executive Board. This special committee will be responsible for carrying out the Election Procedures, and shall be represented by equal gender where possible.
- 5) Applications must be reviewed and approved by the Executive Board according to constitutional By Laws.
- 6) Candidates seeking office must meet with the Executive Board and advisor prior to the election.

B. Election

- 1) Elections will be held at the last official General Meeting.
 - i. Internal Affairs Chair or designated chair will be responsible for the preparation of a ballot.
 - ii. The ballot will be distributed to all voting members as recognized by active registered members.
 - iii. General Body will have a full twenty-four hours from the time of presentation of speeches by candidates to consider before formal voting
 - iv. A ballot box will be secured in the Office of Minority Student Services for collection of ballots
 - v. Ballots will be counted by the Chair of the Internal Affairs, the seated ASIA President where applicable, or designee, and ASIA advisors
 - vi. Board election results will be posted at the Office of Minority Student Services.
 - vii. Board member will take office immediately.

Section 4: Conduct of Meetings

A. Meetings where applicable shall be conducted by parliamentary procedure according to Roberts Rules of Order.

- 1) General Meetings will be held at least twice a month or whenever deemed necessary by the board.
- 2) Executive Board Meetings will be held weekly and whenever deemed necessary.
- 3) Any Board member missing three meetings without valid reason shall be subject to review by the Executive Board and Advisor.

Section 5: Committees/Support Groups

A. Any committee or support group shall be formed from the Executive Board. Any request of the Committee shall be subject to review by the board.

Section 6: Grievances

A. All Grievances by the student body shall be in written form and submitted to the Executive Board.

Section 7: Impeachment

A. Impeachment proceedings may be brought against any officer of ASIA.

1) Who shall be in violation of any or part of the constitution of the ASIA

2) When at least 2/3 majority of the executive Board request such a proceeding.

3) When his/her conduct shall be unbecoming of an officer in ASIA.

B. Impeachment trials shall be held within 10 days following the charges and shall be held by a chairperson and a Five Member Hearing Committee appointed by the Executive Board and of all who shall be a member of ASIA in good and regular standing.

Section 8: A. The Advisor will be responsible for the monitoring and advisement of issues as they relate to the boards missions, goals, and purpose.

B. The Advisor will meet bi-weekly with the Executive Board and officers as deemed necessary.

C. The Advisor will be responsible for the signing of all documents as they relate to financial matters, usage of equipment, and facilities.

D. The Advisor should make him/herself available for any consultation.

E. The Advisor will be responsible for working closely the office of Minority Affairs, Student affairs, U.A.B., Student Association, Academic Affairs, and any other that will serve in the best interest of the organization and University.